



CUCKOO HALL ACADEMIES TRUST

JOB DESCRIPTION

POST:	Lettings Officer
RESPONSIBLE TO:	Head of Facilities
PURPOSE:	To maintain school premises, facilities and grounds under the direction of the Head of Facilities Manager.
SALARY:	£10.13 per hour
HOURS:	Variable hours
CONTRACT TYPE:	Zero Hours Contract

Job Purpose:

Under the direction of the Head of Premises, carry out lettings, ensuring they are appropriately serviced in accordance with the school's Lettings Policy. To undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building and grounds during periods of hire, cleaning of areas used, and management of parking and security of the building. Lettings Officers are required to support the premises team where necessary with the ability to respond flexibly to changing priorities and changes in routine. The person appointed will be expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Premises, Head of Business and Administration, Headteacher or CEO

Security of Premises

To have overall responsibility for the supervision of the school premises including:

- Under instruction of the Head of Facilities, unlock the premises in advance of the lettings to allow for visitors to access the facility in a timely fashion.
- Ensuring community users sign the Lettings sheet, double checking start and finishing times for charging purposes.
- To contribute to the safe operation and the correct and authorised use of the facilities, ensuring that user groups are correctly supervised; and, where appropriately qualified, to instruct on specific activities.
- To assist in the programming of activities, liaising with staff on the use of equipment and facilities on the organisation of bookings.
- Operation of fire, security systems and All weather pitch floodlights
- Operation of boilers for heating and hot water

- Responding to emergencies affecting the school premises
- Carrying out security checks, including the site perimeter and frequent patrols of the schools grounds
- Attention to security is very important to ensure there is no unauthorised access during the hire period.
- To secure the premises at the end of the lettings sessions, making sure that facility is protected by the alarm systems.
- To undertake appropriate training as directed

Other Janitorial and Support Duties

- To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team
- Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away chairs and tables, or moving water urns
- Cleaning floors and other communal areas as requested by the head of Premises
- Ensure any Health & Safety issues are reported to the Head of Premises or Head of Business and Administration
- Transporting materials and equipment throughout the building; ensuring that these are delivered in good time, stored appropriately and in accordance with health and safety and manual handling procedures as per training provided.
- Ensure safe working practices and the correct use of plant and equipment at all times.
- Safe storage of all cleaning and COSHH materials
- Contributing to risk assessment
- Other duties arising from the use of the premises

General

- Carry out emergency cleaning duties which may arise
- Where necessary ensuring that main entrances and paths are clear of snow or ice by applying salt
- Ensuring the school is clean, tidy and a safe environment for our children and staff.
- To maintain a highly visible, friendly and approachable presence during lettings
- Trouble shoot problems as they arise Customer Care
- To carry out your duties in a polite, efficient and cheerful manner building relationships with regular users
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the Trusts ethos and values
- To promote a favourable image of Cuckoo Hall Academy Trust to all building users
- To present high standards of personal appearance in accordance with the Trusts ethos and values

This job description is not necessary a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as the Head of Premises, Head of Business and Administration, Headteacher or CEO may require. It may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.

The successful candidate will:

- Have previous experience from within either a lettings, security or cleaning type environment
- Have previous experience where customer service has been used – i.e. dealing with members of the public
- Have an awareness of Health & Safety issues
- Be able to work in an organised and methodical manner
- Be able to identify work priorities and manage own workload
- Have excellent communication skills both written and orally (face to face and telephone)
- Inclusive and collaborative approach
- Be physically able to undertake the manual aspects of this role i.e moving equipment or furniture

Cuckoo Hall Academies Trust is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff to share this commitment. This post is subject to an enhanced DBS check.